

ROUTING AND TRANSMITTAL SLIP		Date
		23 July 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. A/EO/DDA		18 7/23
2. ADDA		23 JUL 1985
3. DDA		24 JUL 1985
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

cc: OL
OIT
OP

> done 23 July 85
1/221

Cost avoidance VICE savings



25X1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO: 1983 O - 381-529 (232)

85-2569

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)**FROM:**

C/A&CD/OF

EXTENSION**NO.****DATE**

20 Jul 1985

25X1

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. D/OF
1212 Key

7/22

AL

Signature

2.

3. DDA
7D18 Hqs

J

4.

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6.

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12.

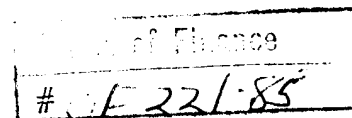
13.

14.

15.

25X1

C O N F I D E N T I A L



85-00000

19 July 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins
Director of Finance

SUBJECT: Quarterly Report of Use and Savings
Government Transportation Requests
(GTRs)

1. Attached is a report of the use of GTRs for domestic TDY travel by Agency employees during the period 1 January through 31 March 1985. The savings are computed on the basis of the difference between the Government discount fares obtained and the estimated full Economy ("Y" Class) fare which would have otherwise applied.

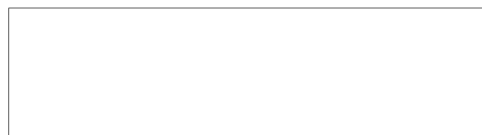
2. During this reporting period, savings realized were \$2,077,726.00, a 12.5% increase over those of the same period in FY 1984. A total of 2,224 GTR's were issued during this period.



25X1

Allen R. Elkins

Attachment:
Quarterly Report



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C O N F I D E N T I A L

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